



# City of Tempe

## POLICE RESEARCH & DATA ANALYST I+

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	224	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$55,125
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$74,049
<i>Employee Group:</i>	UAEA	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Police Research & Data Analyst II+
<i>Safety Sensitive / Drug Screen:</i>	No / Yes*	<i>EEO4 Group:</i>	Professionals
<i>Physical:</i>	No		

\*Drug screen required when assigned to the Police Department.

### DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the planning and research analysis series. This class is distinguished from the Police Research and Data Analyst II+ by the performance of the more routine analysis duties such as database management, responding to internal and external requests for statistics; conducting and presenting general statistical analysis; and assisting with comprehensive research projects. The Analyst I+ is required to promote to the journey.

### REPORTING RELATIONSHIPS

Receives general supervision from higher-level management staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) months of analytical/social science research experience to include applied research experience related to an internship, capstone or thesis including experience conducting statistical analysis, using research methods, data collection, coding, survey research and database management.
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course works in criminal justice studies, statistics, social sciences, or degree related to the core functions of this position OR possession of a Master's degree from an accredited college or university with major coursework in criminal justice studies, statistics, social sciences, or degree related to the core functions of this position.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of complex research related duties involved in the collection, analysis, and dissemination of statistics and other relevant information. Additionally, to perform a variety of tasks related to the development, integration and implementation of long-and short-range plans to support the operations of the department.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Conduct research and statistical studies specific to the needs of the Police Department, needs assessments, cost/benefit analyses, and feasibility studies relating to planning and policy issues, budget issues, service levels, resource allocation, program evaluation, and district/beat boundary evaluation.
- Research and study current literature on municipal and law enforcement administration and operation for the purpose of making recommendations on policies, procedures and methods of operation based on current research and best practices; evaluate new programs policies and technologies and makes recommendations; participate in the forecasting of additional funds/resources needed for staffing, equipment, materials, and supplies.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes and analyze administrative or operational problems, programs, or policies.
- Research, collect, and analyze statistical data to be used for the evaluation of the budget process, allocation of resources, and other operational purposes.
- Develop and coordinate long-range and short-range strategic and technical planning efforts for the department; present and articulate long-and short range plans, complex and detailed statistical reports, charts, graphs, and maps to management.
- Prepare, research, analyze, and suggest solutions to management-stated and crime-related problems; research, analyze and evaluate proposals, projects and Departmental activities, systems, and programs in terms of resource requirements, needs, priorities, and costs.
- Participate with development of Police Capital Improvement Project (CIP) plans, justification and budget; revision of strategic plans and project implementation plans; and coordinates the development of department performance measures and workload indicators.
- Conducting survey research that is designed to gather information from a large number of individuals. This involves survey tool development, survey administration, and analysis and interpretation of survey data. Producing detailed statistical reports that summarize the survey findings.
- Maintaining the Crime Analysis Web Page.
- Providing consultation services to police and City personnel on how to appropriately address and carry out research questions/issues.
- Providing information to police, City administration, and City Council for decision-making purposes; and participating in and providing information to police/City committees.
- Interacting and working effectively with police personnel, other City employees, representatives

from other law enforcement agencies, the media, and the community on crime analysis/research issues, provide crime analysis training to police personnel; participating as a member in national and local organizations.

- Creating database queries. Collecting, managing, analyzing, and interpreting data and statistics using quantitative and qualitative methods; and effectively applying research methodology. Producing statistical reports that summarize research findings.
- Using computer databases, electronic spreadsheets, desktop publishing, GIS/mapping software, word processing, statistical applications, and specialized software applications to manipulate, analyze, and present information. Developing and maintaining new geographic data layers.
- Communicate clearly and concisely in both oral and written form, and effectively disseminating information; present and articulate analysis, complex and detailed statistical reports, charts graphs, and maps to managers and Department administration for decision-making purposes; present analysis and statistics in various internal and external forums.
- Making appropriate recommendations for improvements in crime analysis practices and procedures.
- Recommending and implementing goals and objectives for special programs, projects and systems.
- Recruiting, interviewing, training, and supervising Crime Analysis interns including evaluating and monitoring the intern workflow and performance.
- Providing crime analysis training to police and City personnel, outside professional groups, and other agencies/individuals/groups visiting the Police Department.
- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability

Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i></p> <p><a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Revised December 2013 (Title Change, separated job duties from Police Analyst I/II)*  
*Revised January 2014 (Title change and MQ change)*  
*Revised January 2016 (Update min quals)*